

CENTRAL INTELLIGENCE GROUP

INTERNAL DISTRIBUTION

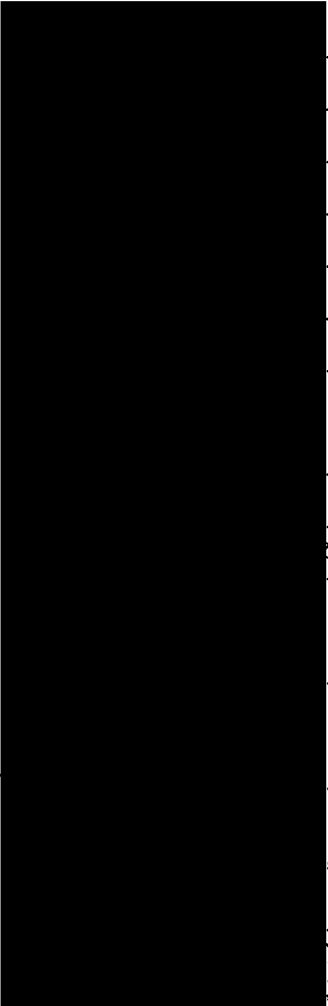
25X1A


24 October 1946
(Date)

PAPER: (Plan for Coordination of Biographic Intelligence)


25X1A

CLASSIFICATION: SECRET

<u>CONSIGNEE</u>	<u>SIGNATURE</u>	<u>COPY NUMBER</u>
DIRECTOR OF CENTRAL INTELLIGENCE		<u>1</u>
Executive to the Director		<u>17</u>
Assistant Executive Director		<u>18</u>
Chief, Interdepartmental Staff		<u>19 & 20</u>
Advisory Council		<u>21</u>
Legislative Liaison Branch		<u>22</u>
Secretary, NIA		<u>32 thro 45</u>
ASSISTANT DIRECTOR, OFFICE OF SPECIAL OPERATIONS		<u>23</u>
"A" Deputy		<u>24</u>
"B" Deputy		<u>25</u>
ASSISTANT DIRECTOR, OFFICE OF COLLECTION AND DISSEMINATION		<u>26</u>
ASSISTANT DIRECTOR, OFFICE OF RESEARCH AND EVALUATION		<u>27</u>
Central Records Section		<u>28 & 29</u>
Administrative Files		<u>30</u>
<u>General Sibert</u>		<u>31</u>
_____	_____	
_____	_____	

AUTHENTICATION: 

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S E C R E T
COPY NO. 3625 October 1946CENTRAL INTELLIGENCE GROUPPLAN FOR COORDINATION OF BIOGRAPHIC INTELLIGENCEMemorandum by the Director of Central Intelligence

1. Attached hereto is a draft of a "Plan for Coordination of Biographic Intelligence". This plan, with which I concur fully, has the approval of your representatives who collaborated with the Central Intelligence Group in its preparation. The plan is now circulated for your consideration and action at the next meeting of the Intelligence Advisory Board.

2. During the discussions, C.I.G. and certain of your representatives felt that the plan should have included definite provisions for the establishment within C.I.G. of a central biographic reference file which would contain basic factual data on all individuals upon whom supporting files are maintained by the departments. They also felt that these reference files should be maintained on business machine cards in such a way that any information desired and available within the Government records could be readily located. At present there is no such service, nor does any department keep a master index of their own biographic files.

3. However, inasmuch as complete agreement on this point could not be reached, and since many mechanical and organizational problems must be resolved before C.I.G. would be in a position to establish such a system and operate it efficiently, it is recommended that;

a. The attached plan be approved; and

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S E C R E T


- 1 -

S E C R E T

b. The establishment within the Central Intelligence Group of a central biographic reference file, maintained on business machine cards, as soon as the necessary arrangements can be made, be approved.

HOYT S. VANDENBERG
Lieut. General, USA
Director of Central Intelligence

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SECRET

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SECRETENCLOSUREDRAFTPROPOSED C.I.G. DIRECTIVEPLAN FOR COORDINATION OF BIOGRAPHIC INTELLIGENCE

Memorandum by the Director of Central Intelligence,
with the Unanimous Concurrence of the Intelligence Advisory Board

1. Under the provisions of N.I.A. Directive No. 5 which charges the Director of Central Intelligence with acting for the National Intelligence Authority in coordinating all Federal foreign intelligence activities related to the national security, the following plan for coordination of Foreign Biographic Intelligence is announced.

2. Categories of Biographic Personalities.

a. Allocation of primary responsibilities for reporting Biographic Data, producing Biographic Intelligence, and maintaining comprehensive supporting files on various categories of personalities is made to the intelligence agencies represented on the I.A.B., in Tabular form below:

<u>Categories of Personalities</u>	<u>Intelligence Agencies of Primary Responsibility</u>
Political	State Dept.
Cultural	State Dept.
Sociological	State Dept.
Economic	State Dept.
International	State Dept.
Military (Army, Army Air Force and Separate Air Force)	War Dept.
Naval (Navy, Navy Air, or Fleet Air Arms)	Navy Dept.
Scientific	Each agency as jointly agreed or in accordance with categories above.

SECRET

b. The allocation of responsibility within the various categories above is based upon insuring complete coverage of important individuals and minimizing unwarranted duplication of effort. However, in special instances where a personality in another category becomes of particular interest to any intelligence agency, nothing in this directive prevents or restricts such agency from reporting and maintaining a biographic file on that individual, so long as the departmental agency holding primary responsibility is duly informed, and is furnished with the data necessary for its own file.

c. Each intelligence agency has the responsibility to produce and evaluate responsible Biographic Intelligence on personalities within its own categories of primary responsibility for the other agencies requesting and authorized to receive same, or if desired, to make available the appropriate source material. In this connection, agencies will circulate to one another and to CIG a list of qualified and security approved personnel authorized to engage in direct liaison.

3. Coordination at foreign posts:

a. The chief of mission, or his delegated staff officer, of each embassy, legation, or foreign post is charged with the overall responsibility for the coordination of biographic intelligence in his geographical area. To effect this coordination he will:

(1) Maintain a local coordinated biographic file on all important personalities.

(2) Insure that all personalities in the above categories are being covered by biographic reports, and that the responsibility for such reports is delegated to departmental field representatives so far as possible in accordance with the appropriate departmental primary responsibility listed above.

S E C R E T

(3) Insure that whenever one or more of the departmental intelligence agencies are not represented at a foreign post, reporting on the appropriate categories of foreign personalities of such agencies is delegated to the extent possible to other members of the staff.

b. Field representatives of each intelligence agency will be directed by their departmental agency to:

(1) Cooperate in the coordination measures for biographic intelligence prescribed by the chief of mission.

(2) Promptly enter into the local biographic file all source material and copies of biographic data reports on personalities within their own departmental categories of primary responsibility.

(3) Enter in the local biographic file and bring to the attention of the appropriate representative any other biographic data or material, of interest to the latter, which comes to their attention.

(4) Collect information and report on personalities other than within their own categories of primary responsibility when directed by the chief of mission due to the non-representation at the post of the departmental agency of primary responsibility.

(5) Promptly forward to their home office biographic reports reflecting the source materials which have been collected and entered in the local Biographic File from any source and which fall into their departmental agency categories of primary interest. (Whenever the activities of personalities reported upon places or appears to place them in more than one category of primary responsibility, each interested field representative will forward to his home office his own estimate of the personality together with a reference to the report prepared by the other interested field representatives.)

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S E C R E T

(6) Call to the attention of and make available to the chief of mission and to the other field representatives all directives and instructions on the subject of biographic intelligence which are received from their home office.

(7) Promptly forward to home offices other than their own biographic reports on personalities other than of their own interest for whom responsibility has been delegated to them by the chief of mission.

4. Standardization and use of biographic reporting forms:

a. For the present one form, to be called the Summary Report Form, will be standardized and this to the extent that it contains the basic factual data on the top as shown in the Enclosure (Appendix hereto), and is not over 8" wide and approximately 13" long.

5. a. The Director of Central Intelligence will undertake to exploit for the benefit of CIG and the departmental agencies sources of biographic information from government agencies not represented on the IAB and will maintain such other biographic files within CIG as he deems necessary to comply with the President's directive.

b. The Central Intelligence Group will act as a clearing house for foreign biographic intelligence received from its own sources or from agencies of the government other than those represented on the IAB and will pass on the appropriate intelligence to the agency holding primary responsibility therefor.

6. a. The Director of Central Intelligence will take the necessary measures to ascertain gaps in coverage of biographic intelligence and to undertake remedial action therefor.

7. a. Departmental intelligence agencies will immediately issue such directives to the field as will insure that this plan

may come into operation not later than 1 January 1947.

A P P E N D I X

(Classification)

SUMMARY REPORT FORM

Biographic Data

Name _____

Country _____

Date Prepared _____

Distribution _____

Name _____
(Surname) (First) (Middle)

Variants and Aliases _____

General Occupation _____ Country of Nationality _____

Date of Birth _____ Birthplace _____

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BRIEF ON [REDACTED]

The next item is a plan for coordination of biographic *on foreign personalities* intelligence. This plan has been carefully worked out by ICAPS and your authorized representatives who specialize in this particular field. In addition to the agreed plan, however, CIG has also recommended that the IAB concur in the establishment within CIG of a central biographic reference file as soon as arrangements can be made. This would not conflict with supporting files in each department, but would be an extremely valuable central point of reference. It is therefore recommended that the IAB concur in [REDACTED]

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COPY NO. 32

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25 October 1946

CENTRAL INTELLIGENCE GROUP

PLAN FOR COORDINATION OF BIOGRAPHIC INTELLIGENCE

Memorandum by the Director of Central Intelligence

1. Attached hereto is a draft of a "Plan for Coordination of Biographic Intelligence". This plan, with which I concur fully, has the approval of your representatives who collaborated with the Central Intelligence Group in its preparation. The plan is now circulated for your consideration and action at the next meeting of the Intelligence Advisory Board.
2. During the discussions, C.I.G. and certain of your representatives felt that the plan should have included definite provisions for the establishment within C.I.G. of a central biographic reference file which would contain basic factual data on all individuals upon whom supporting files are maintained by the departments. They also felt that these reference files should be maintained on business machine cards in such a way that any information desired and available within the Government records could be readily located. At present there is no such service, nor does any department keep a master index of their own biographic files.
3. However, inasmuch as complete agreement on this point could not be reached, and since many mechanical and organizational problems must be resolved before C.I.G. would be in a position to establish such a system and operate it efficiently, it is recommended that:
 - a. The attached plan be approved; and

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S E C R E T

b. The establishment within the Central Intelligence Group of a central biographic reference file, maintained on business machine cards, as soon as the necessary arrangements can be made, be approved.

HOYT S. VANDENBERG
Lieut. General, USA
Director of Central Intelligence

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SECRET

SECRETENCLOSUREDRAFTPROPOSED C.I.G. DIRECTIVEPLAN FOR COORDINATION OF BIOGRAPHIC INTELLIGENCE

Memorandum by the Director of Central Intelligence,
with the Unanimous Concurrence of the Intelligence Advisory Board

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Military (Army, Army Air Force and Separate Air Force)	War Dept.
Naval (Navy, Navy Air, or Fleet Air Arms)	Navy Dept.
Scientific	Each agency as jointly agreed or in accordance with categories above.

SECRET

b. The allocation of responsibility within the various categories above is based upon insuring complete coverage of important individuals and minimizing unwarranted duplication of effort. However, in special instances where a personality in another category becomes of particular interest to any intelligence agency, nothing in this directive prevents or restricts such agency from reporting and maintaining a biographic file on that individual, so long as the departmental agency holding primary responsibility is duly informed, and is furnished with the data necessary for its own file.

c. Each intelligence agency has the responsibility to produce and evaluate responsible Biographic Intelligence on personalities within its own categories of primary responsibility for the other agencies requesting and authorized to receive same, or if desired, to make available the appropriate source material. In this connection, agencies will circulate to one another and to CIG a list of qualified and security approved personnel authorized to engage in direct liaison.

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a. The chief of mission, or his delegated staff officer, of each embassy, legation, or foreign post is charged with the overall responsibility for the coordination of biographic intelligence in his geographical area. To effect this coordination he will:

(1) Maintain a local coordinated biographic file on all important personalities.

(2) Insure that all personalities in the above categories are being covered by biographic reports, and that the responsibility for such reports is delegated to departmental field representatives so far as possible in accordance with the appropriate departmental primary responsibility listed above.

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Approved For Release 2001/04/05 : CIA-RDP81-00728R000100040019-0

Enclosure

S E C R E T

(3) Insure that whenever one or more of the departmental intelligence agencies are not represented at a foreign post, reporting on the appropriate categories of foreign personalities of such agencies is delegated to the extent possible to other members of the staff.

b. Field representatives of each intelligence agency will be directed by their departmental agency to:

(1) Cooperate in the coordination measures for biographic intelligence prescribed by the chief of mission.

(2) Promptly enter into the local biographic file all source material and copies of biographic data reports on personalities within their own departmental categories of primary responsibility.

(3) Enter in the local biographic file and bring to the attention of the appropriate representative any other biographic data or material, of interest to the latter, which comes to their attention.

(4) Collect information and report on personalities other than within their own categories of primary responsibility when directed by the chief of mission due to the non-representation at the post of the departmental agency of primary responsibility.

(5) Promptly forward to their home office biographic reports reflecting the source materials which have been collected and entered in the local Biographic File from any source and which fall into their departmental agency categories of primary interest. (Whenever the activities of personalities reported upon places or appears to place them in more than one category of primary responsibility, each interested field representative will forward to his home office his own estimate of the personality together with a reference to the report prepared by the other interested field representatives.)

S E C R E T

(6) Call to the attention of and make available to the chief of mission and to the other field representatives all directives and instructions on the subject of biographic intelligence which are received from their home office.

(7) Promptly forward to home offices other than their own biographic reports on personalities other than of their own interest for whom responsibility has been delegated to them by the chief of mission.

4. Standardization and use of biographic reporting forms:

a. For the present one form, to be called the Summary Report Form, will be standardized and this to the extent that it contains the basic factual data on the top as shown in the Enclosure (Appendix hereto), and is not over 8" wide and approximately 13" long.

5. a. The Director of Central Intelligence will undertake to exploit for the benefit of CIG and the departmental agencies sources of biographic information from government agencies not represented on the IAB and will maintain such other biographic files within CIG as he deems necessary to comply with the President's directive.

b. The Central Intelligence Group will act as a clearing house for foreign biographic intelligence received from its own sources or from agencies of the government other than those represented on the IAB and will pass on the appropriate intelligence to the agency holding primary responsibility therefor.

6. a. The Director of Central Intelligence will take the necessary measures to ascertain gaps in coverage of biographic intelligence and to undertake remedial action therefor.

7. a. Departmental intelligence agencies will immediately issue such directives to the field as will insure that this plan

(Classification)

SUMMARY REPORT FORM

Name _____

Biographic Data

Country_____

Date Prepared _____

Distribution

Name _____
(Surname) (First) (Middle)

Variants and Aliases _____

General Occupation _____ Country of Nationality _____

Date of Birth _____ Birthplace _____

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED
 (Sender will circle classification Top and Bottom)

25X1A

CENTRAL INTELLIGENCE GROUP
 INTER-OFFICE ROUTING SLIP
 (Revised 10 Sept 1946)

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE	2		
EXECUTIVE TO THE DIRECTOR	1		
SECRETARY TO THE DIRECTOR			
EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR			
ADVISORY COUNCIL			
EXECUTIVE FOR PERSONNEL & ADMINISTRATION			
CENTRAL RECORDS			
✓ SECRETARY, NIA			
CHIEF, INTERDEPARTMENTAL STAFF			
ASST. DIRECTOR, SPECIAL OPERATIONS			
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			

25X1A

2 APPROVAL _____ INFORMATION _____ DIRECT REPLY
 _____ ACTION ✓ RETURN to 3 _____ COMMENT
 _____ RECOMMENDATION _____ PREPARATION OF REPLY _____ FILE
 _____ SIGNATURE 1 CONCURRENCE _____ DISPATCH

REMARKS:

ILLEGIB
 ILLEGIB

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

SECRET

CENTRAL INTELLIGENCE GROUP
NEW WAR DEPARTMENT BUILDING
WASHINGTON 25, D. C.

MEMORANDUM FOR MR. EDDY
GENERAL CHAMBERLIN ✓
ADMIRAL INGLIS
GENERAL McDONALD

Subject: Approval by IAB of "Plan for Coordination of Biographic Intelligence"

1. Attached hereto is a draft of a "Plan for Coordination of Biographic Intelligence". This plan with which I concur fully has the approval of your representatives who collaborated with the Central Intelligence Group in its preparation. The plan is now circulated for your consideration and action at the next meeting of the IAB.

2. During the discussions, CIG and certain of your representatives felt that the plan should have included definite provisions for the establishment within CIG of a central biographic reference file which would contain basic factual data on all individuals upon whom supporting files are maintained by the departments. They also felt that these reference files should be maintained on business machine cards in such a way that any information desired and available within the Government records could be readily located. At present there is no such service, nor does any department keep a master index of their own biographic files.

3. However, inasmuch as complete agreement on this point could not be reached, and since many mechanical and organizational problems must be resolved before CIG would be in a position to establish such a system and operate it efficiently, it is recommended that the (1) attached plan be approved and (2) the establishment within the Central Intelligence Group of a central biographic reference file, maintained on business machine cards, as soon as the necessary arrangements can be made, be approved.

Not sent

Became



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S E C R E T

October 1946

CENTRAL INTELLIGENCE GROUP

C.I.G. DIRECTIVE NO.

PLAN FOR COORDINATION OF BIOGRAPHIC INTELLIGENCE

WITH THE UNANIMOUS CONCURRENCE OF THE INTELLIGENCE ADVISORY BOARD

MEMORANDUM BY THE DIRECTOR OF CENTRAL INTELLIGENCE

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Scientific	Each agency as jointly agreed or in accordance with categories above.

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S E C R E T

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October 1946

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3. Coordination at foreign posts:

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a.

for the coordination of biographic intelligence in his geographical area. To effect this coordination he will:

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S E C R E T

October 1946

-3-

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- b. Field representatives of each intelligence agency will be directed by their departmental agency to:
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S E C R E T

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October 1946

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7.
 - a. The Director of Central Intelligence will take the necessary measures to ascertain gaps in coverage of biographic intelligence and to undertake remedial action therefor.
8.
 - a. Departmental intelligence agencies will immediately issue such directives to the field as will insure that this plan may come into operation not later than 1 January 1947.

ILLEGIB

(Classification)

SUMMARY REPORT FORM

Biographic Data

Name _____

Country _____

Date Prepared _____

Distribution _____

Name _____
(Surname) (First) (Middle)

Variants and Aliases _____

General Occupation _____ Country of Nationality _____

Date of Birth _____ Birthplace _____